SANLUIS RASSINI

V 1.01

Vendor User Manual
Purchase Order Tracking System

Content

V 1.01

Purchase Order Tracking System.

1. Accessing the Purchase Order Tracking System.

Please follow this procedure in order to access: Open SIED System with your current User and Password.



On the top menu please click on Orders/Vendor (2).



When you click on this option a new window will be opened, this is the main page of Tracking Purchas Orders (3).



2. Purchase Order Follow Up.

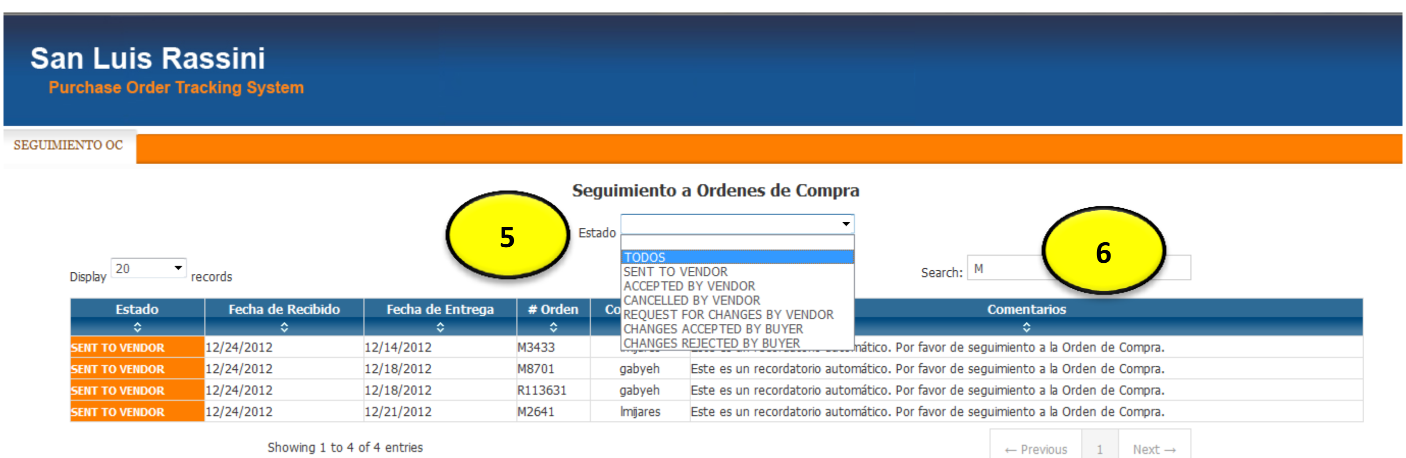


The main page (4) shows the purchase orders pending of processing. These purchase orders require immediate action from vendor. They have **SENT TO VENDOR** status.

a) Purchase Order Status: The system has the following status on Purchase Orders.

STATUS	DESCRIPCION	COMENTARIOS
A	SENT TO VENDOR	The purchase order has been sent to the provider and it is waiting for response.
B	ACCEPTED BY VENDOR	The purchase order has been accepted by the Provider.
C	CANCELLED BY VENDOR	The purchase Order has been cancelled by the Provider.
D	REQUEST FOR CHANGES BY VENDOR	The provider has requested for a new Delivery Date. In this case the purchase order is waiting for Buyer´s response.
E	CHANGES ACCEPTED BY BUYER	The change in Delivery Date has been accepted by Buyer.
F	CHANGES REJECTED BY BUYER	The change in Delivery Date has been rejected by Buyer.

b) Purchase Orders Inquiries.



1. Please expand the box on the top in order to filter the PO´s by status (5).
2. You are able to use the filter box (6) in order to find an order by any description on the table: Received Date, Delivery Date, Purchase Order, etc.

C) Send Pending Order: Please click over the PO in order to see its detail (7).

Display 20 records

Search: M3433

Estado	Fecha de Recibido	Fecha de Entrega	# Orden	Comprador	Comentarios
SENT TO VENDOR	12/24/2012	12/14/2012	M3433	lmijares	Este ... datorio automático. Por favor de seguimiento a la Orden de Compra.

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Showing 1 to 1 of 1 entries (filtered from 4 total entries)

← Previous 1 Next →

- **Order Detail (8):** In this section you are able to view the order detail.

Detalle de Orden de Compra - M3433 : RASSINI S.A de C.V M2

SANLUIS RASSINI

Rassini S.A. de C.V.
Puerto Arturo #803
Colonia Bravo
PIEDRAS NEGRAS , COAH . 26030 . Mexico

PEDIDO NO	REQUISICION
M3433	
ENTREGA	**FECHAPEDIDO**
05/11/12	04/27/12

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PROVEEDOR	FACTURAR A
00000019 FERRELECTRICA E INDUSTRIAL PIEDRAS NEGRAS COAH 26060 (87832146)	Rassini S.A. de C.V.
CONSIGNAR A	**PRESENTAR FACTURA EN**
	Puerto Arturo #803 Colonia Bravo
CONDUCTO	
SU CONDUCTO	**SOLICITANTE**
CONDICIONES	DORA LUZ MIJARES
MXN 30 DIAS PRESENTACION FAC	**DEPARTAMENTO** / **CTA DE CARGO** Proyecto:

#	Clave	Descripción	Cantidad	Unidad	Precio	Total
1	AVELLANADOR	PARA TUBOS JGO. JAV-7 FACTURA 192095	1	PZ	$202.60	$202.60
2	REMACHE POP	48 (1/8 x 1/2) R-48 TRUP FACTURA: 192080	300	PZ	$0.22	$66.00
3	LOTE MATERIAL	MATERIAL SEGUN FACTURA FACTURA: 192083	1	LT	$499.65	$499.65

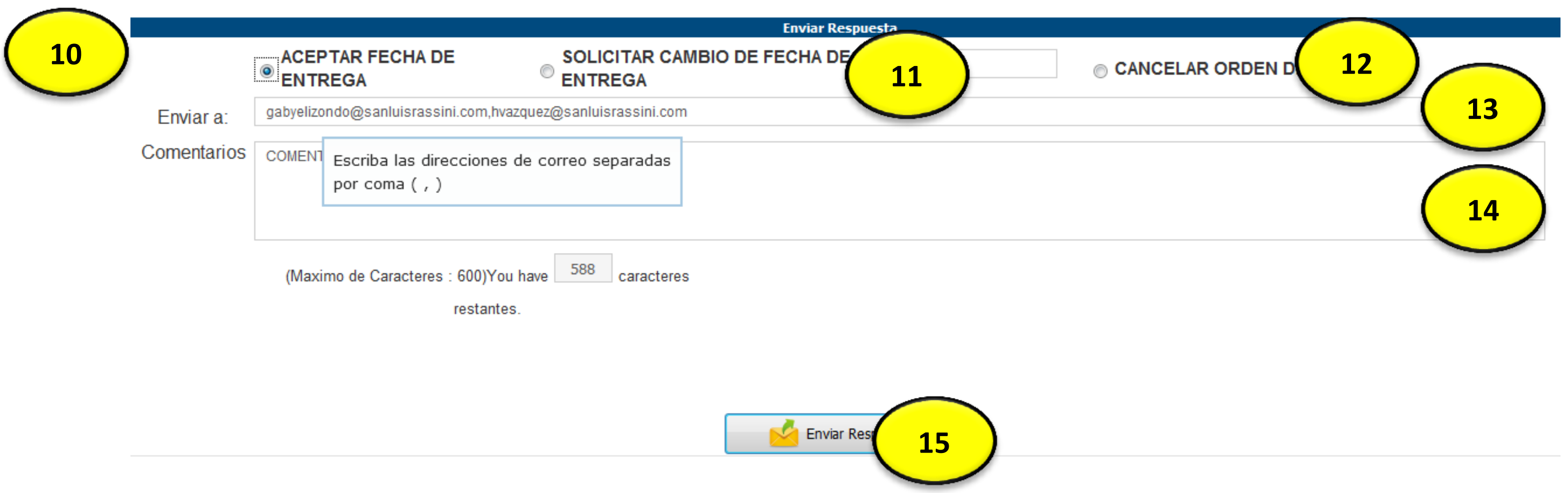
- **Purchase Order Follow Up (9):** In this section you can track the PO.

Seguimiento

Status	Fecha Envio	Fecha Entrega	Orden de Compra	Usuario	Comentarios
SENT TO VENDOR	12/04/2012	12/12/2012	M3433	lmijares	COMMENTS
SENT TO VENDOR	12/05/2012	12/13/2012	M3433	proc01	Este es un recordatorio automático. Por favor confirme la Orden de Compra lo más pronto posible.
ACCEPTED BY VENDOR	12/04/2012	12/13/2012	M3433	00000019	ok aceptada...
SENT TO VENDOR	12/11/2012	12/13/2012	M3433	proc04	Este es un recordatorio automático. Por favor Reconfirme la Orden de Compra lo más pronto posible.
ACCEPTED BY VENDOR	12/07/2012	12/13/2012	M3433	00000019	ok se acepta la fecha...
SENT TO VENDOR	12/09/2012	12/13/2012	M3433	proc03	Este es un recordatorio automático. Por favor Reconfirme la Orden de Compra lo más pronto posible.
REQUEST FOR CHANGES BY VENDOR	12/07/2012	12/17/2012	M3433	00000019	considerar nueva fecha...
SENT TO VENDOR	12/07/2012	12/14/2012	M3433	lmijares	es posible tenerla para el 14?
ACCEPTED BY VENDOR	12/07/2012	12/14/2012	M3433	00000019	ok se acepta

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- **Attach File:** Please follow the *Attachment Files Procedure*.
- **Response Type:** The system allows you to select any of these 3 options:

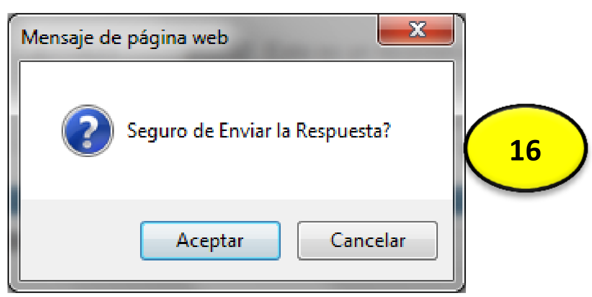


a) **Accept Delivery Date** (10): Select this option in order to accept.
b) **Request for Change Delivery Date** (11): Select this option to suggest a different delivery date.
c) **Cancel Purchase Order** (12): Select this option if you don´t accept the delivery date.

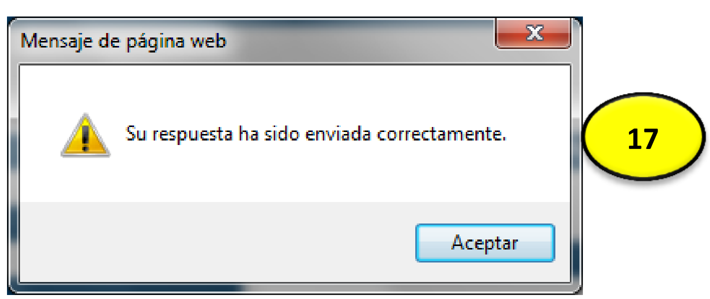
Send To (13): Please type the emails you want to send the response.
You can add multiple emails adding commas between each address.

Comments (14): This section is required please type some comments this will be helpfully to follow up the purchase.

Send Response (15): Please click on this button to send your response. An automatic email will be sent to you everyone in the Send To section.



Click on Accept to confirm (16) and the system will notify about the successfully send. (17).

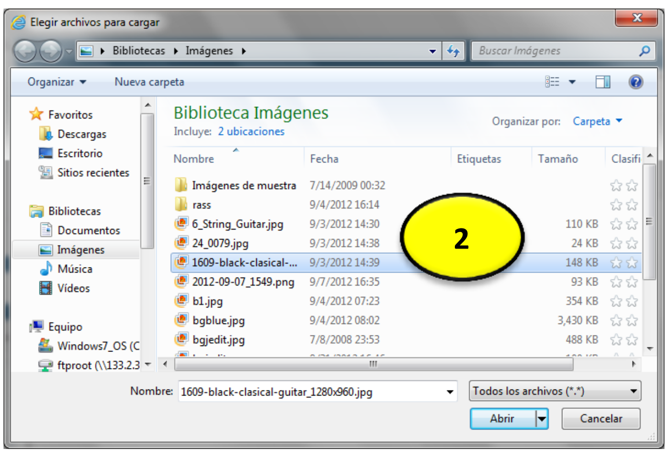


3. Attach Files Procedure.

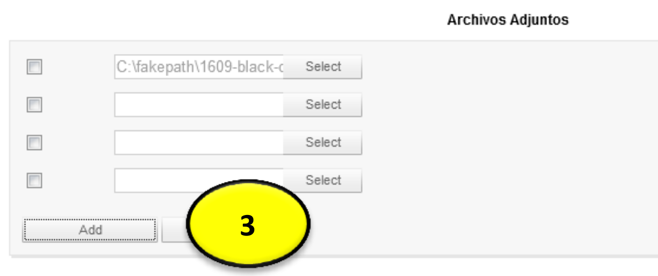
You are able to use the attachment section to share files between buyer and vendor.

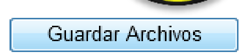
a) Adding File: Please click on **Select** button (1).





Locate your file (2) and click on Open.
If you want to add multiple files, just click on **Add** (3) button and follow previous steeps.



To save the files just click on button: 

b) Delete Files: In order to delete a file please click on the trash button (4) and confirm the message (5).

